

ADRC of the Lakeshore Board Minutes  
Tuesday, January 23, 2024  
Manitowoc County Heritage Center – Education Room  
**Amended 3-26-2024**

Catherine Wagner called the meeting to order at 10:00 a.m. Roll call was taken. Those present were: Paul Ravet, Joanne Lazansky, Linda Teske, Tim Nicholls, Sandi Schleis-Ulmen, Cindy Neelis, and Catherine Wagner. Absent: James Hathaway and Tim Jadowski. Excused: Shirley Fessler. Also present were: Wendy Hutterer, Melissa Konop, Lori J Fure, and Kim Novak from the ADRC of the Lakeshore.

Pledge of Allegiance

Motion by Paul Ravet, second by Sandi Schleis-Ulmen to approve the agenda as printed. Motion carried.

Motion by Paul Ravet, second by Joanne Lazansky, to approve the minutes from November 28, 2023. Motion carried.

Public Comment: None

Correspondence: None

Director Updates – Wendy Hutterer:

Finance Report:

- The reallocation of the ADRC grants have a “Hold Harmless” clause that states for 2024 and 2025 no one will receive less dollars than they received in 2023.
- December 2023 Monthly Financial Summary was distributed and reviewed.

Office Report:

- The elevator replacement in the Manitowoc office will be scheduled after December 7<sup>th</sup>. They are considering installing a lift from the ground floor to the first floor also.
- The men’s restroom in the Manitowoc office on the first floor is scheduled to have pipes fixed in the near future. Yesterday there was a water leak in the lower level. Might be from the men’s restroom above the leak.
- The Manitowoc office has been experiencing furnace issues for the second floor. Waiting on a part to arrive.
- Need volunteers for our congregate site in Manitowoc and home delivered meals.
- Distributed and reviewed the ADRC Mission.

Legislative Report:

- Distributed voting information for the 2024 elections in February.
- DBS Advocacy Days scheduled for March 20<sup>th</sup>.
- Aging Advocacy Days scheduled for May 14<sup>th</sup>.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Completed 273 functional screens in 2023.
- I & A are required to complete functional screen tests every 2 years. This is the off year when DHS does a review of 2-3 staff prior year test results and let us know if there are any corrective actions to be taken.

Disability Benefit Specialists:

- Back to full staff.

Dementia Care Specialist:

- 25 memory screens completed in 2023.
- Next VDT’s scheduled in Kewaunee March 27<sup>th</sup> and Manitowoc March 28<sup>th</sup>.
- Exploring a new program for 2024 called Boost Your Brain & Memory.

Older American's Act Programming Updates – Lori J Fure:

Elderly Nutrition Program:

- Distributed report and reviewed meals served in 2023.
- Meal Prioritization pilot started and is going well. Noted if 2024 meal numbers are lower than 2023 it may be because participants are going from 5 meals per week to 3 meals based on their level of need. It may not be because we are serving less people.
- Our Nutrition Supervisor is preparing for a 3 year nutrition assessment scheduled for May.
- We have posted our weather policy on our website, newsletter, and sent a letter to meal participants. The meal program was canceled twice in December due to weather.
- Nutrition Counsel meetings are held quarterly. Please let us know if you are interested in being a part of the counsel.

Caregiver/Prevention Programs:

- 2024 Health and Wellness workshop dates are set. As soon as the flyer is complete we will send it to everyone.

Elder Benefit Specialists:

- Angie will be helping with the AARP tax clinic in Kewaunee County. Kewaunee County residents need to be 50 years old or older and low income to ~~quality~~ **qualify**. It will be held at the City Hall in Algoma. To participate you need to visit our Kewaunee office for the packet and schedule the appointments.
- Medicare A-D presentations are scheduled for this year. The dates are posted in our newsletters.

Transportation Updates – Kim Novak:

Kewaunee:

- 4966 Rides were provided in 2023. It is an 800 ride increase from last year and 1500 ride increase from 2 years ago.
- Next driver training is scheduled for June 6<sup>th</sup> at ESI. Subject is blood borne pathogens.
- New training video completed for each of the vehicles.
- Added 6 new drivers in 2023 with 3 more trained this month.
- The next TCC meeting is scheduled for February 13<sup>th</sup> at the KCDHS building. They will talk about a change to the weapons policy.
- Hoping to have Janine in the transportation position by early February. Lynn is helping until this happens.

Manitowoc:

- 1105 Rides were provided in 2023. It is a 398 ride increase (56%) from last year.
- Added 3 new volunteer drivers in 2023. It is a 26% increase.
- Received the 5310 Mobility Management grant for 2024 in the amount of \$64,238. Applied for \$83,253.
- Awarded one vehicle from the 2024 5310 vehicle grant application. Applied for two.
- No word on the arrival date for the vehicle we were awarded in 2023.

Next Meeting: March 26, 2024 at 10:00 am in Kewaunee. There being no other business, Sandi Schleis-Ulmen made a motion to adjourn, seconded by Tim Nicholls. Motion carried. The meeting adjourned at 10:55 am.

Respectfully submitted,

Kim Novak/wh  
ADRC Business Services Manager